

CONFIDENTIAL

FILED: 04 May 1
RETURN TO
PERSONNEL DIVISION

8 June 1956

SUBJECT: Comments on Proposed Hours of Work
and Premium Pay

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1. Paragraphs 4b(4) and (5) on page seven prescribe the use of Form No. 34-35, Designation Authorization (figure 2 of the proposed regulation). It is recommended that this form be revised to make possible its use for other types of headquarters authorizations. Also, the form should provide for the simultaneous revocation and designation of an authority by the completion of a single form. Attached is a recommended revision of Form No. 34-35. This form has been redesignated as Form No. 725.

2. Paragraph 4b(4) on page seven states that copies of authorizations for supervisors to certify performance of overtime or holiday work will be furnished to the appropriate Payroll Branch. The need for furnishing copies of these authorizations to the Payroll Branches is questioned since they do not receive copies of Form No. 293, Report of Overtime and Holiday Work, which bears the certifications of the supervisors.

3. Paragraph 5c on page nine requires that the establishment of a nonconforming irregular tour of duty must be approved by the Deputy Director (Support). Paragraph 5d requires that this approving officer will report the establishment of approved irregular tours to the Fiscal or Finance Division and to the Director of Personnel. It is recommended that this regulation state that requests for approval of nonconforming irregular tours of duty be submitted to the DD/S in quintuplicate. This will provide copies on which the DD/S can indicate his approval, and which can be distributed to (a) the requesting official, (b) the Fiscal or Finance Division, and (c) the Director of Personnel. Thus the preparation of additional correspondence at the DD/S level will be avoided.

JRH
6/8/56

MgtS/RMS/:pat(6/8/56)

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